UNITED NATIONS **ST**

Secretariat

ST/AI/189/Add.4/Rev.1
20 January 1997

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Public Information

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF DOCUMENTATION

Addendum

PRINCIPLES GOVERNING THE EXCHANGE OF UNITED NATIONS DOCUMENTS AND PUBLICATIONS

I. GENERAL

1. In order to obtain important publications and bibliographical services for the United Nations from other organizations and institutions, exchange agreements for United Nations documents and publications may be made.

II. AUTHORITY

2. The establishment and conduct of all exchanges of United Nations documents and publications for publications or services of other organizations or institutions shall be the responsibility of the Dag Hammarskjöld Library at Headquarters, which may, however, delegate part of such responsibility to United Nations Library services located away from Headquarters. Substantive offices may enter into exchange relationships involving their own publications, in coordination with the main library at their respective duty stations. The establishment and conduct of exchange arrangements shall be subject to the conditions set forth below, which are subject to review by the Publications Board.

3. In general, exchanges shall be arranged with due regard to the sales and distribution patterns and policies established for United Nations documents and publications and, where necessary, shall be agreed upon in advance in

consultation with the Department of Public Information, Library and Publications Division, Sales and Marketing Section.

III. TYPES OF EXCHANGE ARRANGEMENTS

A. Complete exchange

4. All generally distributed documents and publications, printed or masthead, in the official languages of choice may be exchanged for the publications or library services of other organizations or institutions. Such arrangements shall be concluded only when the return to the United Nations either in publications or in services is commensurate with the value of the United Nations documents and publications offered.

B. Selective exchange

5. The exchange of selected United Nations documents and publications for publications of approximately equivalent monetary value may be arranged with libraries and other institutions whenever such exchange arrangements will prove expedient and economical.

C. Limited exchange

6. The exchange of selected United Nations documents and publications for publications and/or bibliographical services may occasionally be arranged with libraries and other institutions even when the value of United Nations documents and publications is disproportionate. However, such arrangements shall be concluded only when clearly in the interest of the United Nations.